

SUMMER COUNSELOR, SUMMER INTERN, OSWEGO COUNTY CONSERVATION CORP (OC3) CREW LEADER & OSWEGO COUNTY CONSERVATION CORP (OC3) CREW DIRECTOR

To apply for any of the above positions download the Oswego County employment application at:

www.oswegocounty.com/humanresources/forms

Applications can be submitted by mail OR email to the addresses listed below:

Attn: SYEP
Oswego County Workforce New York Career Center
200 North Second Street
Fulton, N.Y. 13069

Phone: 315-591-9000
Fax: 315-591-9047

Email: ocwny@oswegocounty.com

Please direct any questions regarding these positions to the phone number or email listed above.

Summer Youth Employment Program (SYEP) SUMMER COUNSELOR

JOB DESCRIPTION

Seasonal employment: 6/26/2023 - 8/25/2023

Base Wage: \$17.00 /hr.
Hours: 35 hrs / week

Visits each participant and worksite supervisor a minimum of once per week. Assures that child labor laws, and federal and state regulations and Oswego County Workforce New York Summer Youth Employment Program (SYEP) policies are adhered to and that every effort is made to ensure the safety of the participants. Attempts to resolve worksite problems and informs the program coordinator of those situations. Picks up time sheets and supervisor evaluations and completes contact sheets, critical incident reports, counselor reports and Worker's Compensation reports as appropriate. Facilitates educational components. Attends staff meetings and participates in client staffing with the Workforce New York administrators and staff as needed. Delivers, and obtains signatures on work site agreements. Refers participants to other appropriate services (e.g. TASC preparatory training, vocational education, or similar labor market preparatory activities). Completes exit interviews for each participant. Provides academic and / or work readiness enrichment activities to participants; such as: workshops to teach labor market attachment skills and similar instructional tasks. Performs other related duties as required or assigned by supervisory staff.

Additional duties may include phoning each participant to remind of enrollment meetings; conduct said meetings; contacting employers for approval of placements; educating worksite supervisors regarding program rules and regulations and child labor laws; delivering contracts; assisting with enrollment paperwork; handling some incoming phone calls.

Minimum qualifications include completion of four years of college, or completion of two years of college with one year of relevant work experience. Preference will be given to candidates with experience instructing/working with youth and young adults aged 14 years and older. Candidates must have the ability to work independently and must possess basic problem resolution skills. Must have valid driver's license.

Summer Youth Employment Program (SYEP) SUMMER INTERN

JOB DESCRIPTION

Seasonal employment: 6/26/2023 - 8/25/2023

Wage: \$15.00 /hr.

Hours: 35 hrs / week

Preference will be given to candidates with experience in computer data storage and retrieval systems and office machinery, customer service and basic accounting, reading and math skills. Candidates must have the ability to work independently and possess basic problem-solving skills.

Duties include but are not limited to: Handle phone calls from the general public to provide basic program information; Assist with making appointments and arrangements for offsite sessions; Return phone calls; Log folders, maintain records and prepare reports; Compose and mail written and electronic correspondence; Assist with orientation and informational sessions; Assemble packets of information; Assist with routine paperwork; Maintaining and checking financial accounts and records including participant payroll; Data entry.

Additionally, duties may include phoning each participant to remind of enrollment meetings; assisting with enrollment paperwork; and other related office and clerical duties as assigned by supervisor.

Oswego County Conservation Corp (OC3) CREW LEADER

JOB DESCRIPTION

Seasonal employment: 6/29/2023 - 8/18/2023

Base Wage: \$16.00 / hr.

Hours: 35 hrs / week

Participates in pre-program training. Supervises and/or instructs up to eight crew workers involved in construction and maintenance of trails, clearing and beautifying designated areas and building and/or erecting signs, birdhouses, fences, etc. Teaches worksite safety, including the proper use of hand and power tools. Reinforces the need for-and advantages of teamwork on the job. Emphasizes various job keeping behaviors such as following directions, observing established work hours, abiding by dress codes. Maintains a daily log of activities and completes supervisor reports and any other paperwork deemed necessary and relevant by the OC3 director or Youth Works staff. Promptly reports all accidents or disturbances to OC3 Director or Youth Works staff. Cooperates with Youth Works counselors providing enrichment activities at the worksite. Attends staff meetings. Ensures timesheets are complete and accurate and submitted in a timely manner. Refers participants to other services (e.g. High School Equivalency studies). Conducts exit interviews for each participant. Performs other related duties as required.

Minimum qualifications include completion of one year of college or 2 years of professional experience in a trade. Preference will be given to candidates with experience instructing/working with youth aged 14 years and older. Position requires the ability to work independently to plan training activities and instruct OC3 participants. Candidate must have sound judgment and possess a basic understanding of safe work habits as related to OC3 projects. Must have valid driver license and be available for the duration of the summer program. May drive agency van to transport youth and / or materials to work sites.

Oswego County Conservation Corp (OC3) CREW DIRECTOR

JOB DESCRIPTION

Seasonal employment: 6/26/2023 – 8/25/2023

Pay rate: \$18 / hr

Hours: 35 hrs / week

Reports to: Senior Youth Employment Specialist

The Director is responsible for planning, carrying out and overseeing conservation work projects to be completed by summer youth employment work crews. The Director is integral to the Summer Youth Works program goals of accomplishing environmental projects, as well as providing training, education and leadership to ensure a positive and safe experience for participants. The Director will work collaboratively with the Program Coordinator and individual Conservation Crew leaders to provide comprehensive support to youth crews throughout the summer season. The Director will plan out projects to be completed within designated timeframes, ensure proper equipment is available at each site to complete the project, ensure required paperwork and records are completed, handle the distribution, collection and maintenance of all tools and equipment used throughout the program and be responsible for proper storage of tools and equipment. The Director will also be responsible for vehicle logistics, paperwork and upkeep.

Requirements:

- Two years of college, preferably in a technical field, such as construction technology or similar training.
- Experience instructing or working with 14 to 24 years old; ability to coach this age group to work safely and productively to complete service projects.
- Ability to work independently to plan work projects and instruct conservation crews.
- Excellent organizational skills.
- Excellent interpersonal and coaching skills.
- Ability to evaluate crew leader performance and administer discipline/recognition to leaders & youth.
- Desire and ability to:
 - o Work with diverse youth in conservation, education and recreation settings.
 - o Foster strong work habits, environmental ethics, youth leadership and team unity.
 - o Display a positive attitude, interest in service and community work and desire to make a difference.
 - o Work hard in an outdoor setting, sometimes in adverse conditions.
 - o Be available for the full duration of the program.
- Valid driver's license.

Preferred qualifications:

- Working knowledge of conservation projects from a variety of disciplines such as trail construction, invasive plant management, forest management, and knowledge of tool safety and use.

Essential functions:

- I. Training
 - Facilitate staff trainings in areas such as time and resource management, tool use, leadership development.
 - Train crew leaders in work preparation and safety.
 - Provide ongoing support to corps members to ensure personal and program success.
- II. Safety
 - Promote and follow all safety requirements of OSHA, project hosts and the Corps.
 - Assist in accident investigations as applicable.
 - Assure proper safety and maintenance of vehicles and Corps-owned equipment.
 - Inventory and restock first-aid kits as needed.
 - Organize and inventory all med-bags & assist crew leaders with restocking their medical / first aid supplies.
- III. Education and Community

- Assist program coordinator with updating and revising the training curriculum
- Manage distribution of educational materials, evaluations, time sheets and weekly work agendas for your crews.
- Ensure crew leaders and youth meet daily/weekly expectations for education and training.

IV. Equipment

- Keep work areas, and vehicles neat and orderly.
- Communicate with crew leaders about what tools and gear they will need for their projects.
- Organize, distribute, collect, manage and repair tools.
- Record and manage technology distribution for each crew.
- Collect and record full equipment inventory at the end of the summer.

V. Crew operations and management

- Mentor crew leaders and support crews in the field (conduct site visits to work with crews, assist crews with technical projects and assist crew leaders with any issues that arise).
- Provide energetic and inspiring leadership to participants.
- Take weekly call-ins from assigned crew leaders and provide appropriate feedback.
- Collaborate with placement staff to determine appropriate work crews.
- Participate in staff meetings as needed.
- Model and enforce conservation crew policies at all times. Provide explanation for program policies.
- Assist with disciplinary action, including suspension and/or termination of participants.
- Report all crew leader and youth behavioral and medical issues to Program Coordinator.

VI. Administration

- Directly supervise 5-8 crew leaders at all times during the summer, conduct mid- and end-term evaluations for these leaders and provide support as needed.
- Indirectly supervise up to 64 youth participants assigned to work on conservation crews.
- Submit all purchase receipts and / or credit card log to Supervisor of Accounting.
- Provide information to produce final report at end of summer.
- Service conditions:
 - Director must be available for the duration of the summer program. Must be willing to work in a variety of locations throughout summer.
 - Position is emotionally demanding in terms of patience working with youth from all different backgrounds and providing support to crew leaders.
 - Service projects are primarily completed outside.
 - Expected to complete service during adverse weather.
 - Travel to a variety of worksites throughout Oswego County to monitor progress and support work crews.

Equipment used:

- Hand tools: loppers, hammers, shovels, wheelbarrows, pick mattock, ax mattock, hazel hoe, rock bar, bow saw, hand saw, chain saw, and other conservation hand and power tools as needed.
- Power tools: drill, air compressor, chain saw, weed whip and other power tools as needed.
- Vehicles: cargo van.

This program is available to all, without regard to disability, race, religion, national origin, gender, sexual orientation, political affiliation, or other non-merit factors. Reasonable accommodations available upon request.

Terms of agreement:

The Director position is a seasonal position.